

**IDAHO BOARD OF MORTICIANS**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 7/9/2019**

**BOARD MEMBERS PRESENT:** Craig L Geary - Chair  
James R. Sommer  
Steve Gordon

**BUREAU STAFF:** Kelley Packer, Bureau Chief  
Dawn Hall, Deputy Bureau Chief  
Julie Eavenson, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Nicholas Krema, General Counsel  
Rob McQuade, Legal Counsel  
Dicsie Gullick, Board Specialist

**OTHERS PRESENT:** Eric English, Mortician

The meeting was called to order at 9:00 AM MDT by Craig L Geary.

**APPROVAL OF MINUTES**

Mr. Gordon made a motion to approve the minutes of May 7, 2019 and May 23, 2019. It was seconded by Mr. Geary. Motion carried.

**FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$47,488.93 as of June 30, 2019.

**BOARD CONTRACT**

Ms. Hall presented the Board with its annual contract. Mr. Gordon made a motion to accept the contract with the changes discussed and allow the Board chair to sign. It was seconded by Mr. Sommer. Motion carried.

**INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

**BOARD TRAVEL**

Ms. Eavenson reviewed travel vouchers, how to fill them out correctly, and changes to the Bureau's travel policy.

### **BOARD VACANCIES**

Ms. Eavenson discussed with the Board upcoming Board vacancies and how to apply for different Board positions in Idaho.

### **BOARD MEETING PROCEDURES TRAINING**

Mr. Crema presented training regarding Board meeting procedures.

### **OLD BUSINESS**

The Board reviewed the To Do List and no action was taken.

### **NEW BUSINESS**

**NEXT MEETING** was scheduled for January 14, 2020 at 9:00 AM MST.

### **PUBLIC COMMENT**

Mr. English presented the Board with a letter he had written regarding Certificate of Authority licenses. After discussion, Mr. Gordon made a motion to authorize the Bureau to move forward with statutory changes regarding Certificate of Authority licenses that would make it an establishment license and not a personal license. It was seconded by Mr. Sommer. Motion carried.

### **APPLICATION FORM DRAFT**

The Board reviewed the application draft. Mr. Sommer made a motion to approve the changes and post the application to the web. It was seconded by Mr. Gordon. Motion carried.

### **CONFERENCE UPDATES AND ATTENDANCE**

The Board discussed the annual meeting of the International Conference of Funeral Service Examining Boards. The Board directed Bureau staff to get more information regarding the cost to attend the annual meeting and to bring the information to the next Board meeting.

### **DISCUSSION REGARDING APPLICATION PROCESS**

Mr. Gordon made a motion to delegate authority to the Board chair to review and approve applications for Certificates of Authority. It was seconded by Mr. Sommer. Motion carried.

## **DISCUSSION REGARDING REQUESTS FOR RECONSIDERATION**

Mr. Crema discussed with the Board the process for requests for reconsideration. Mr. Sommer made a motion to authorize the Board chair, or a Board member they designate, to review requests for reconsideration and determine if a Board meeting is necessary. It was seconded by Mr. Gordon. Motion carried.

## **BOARD ELECTIONS**

Mr. Gordon nominated Mr. Geary as Board chair. It was seconded by Mr. Sommer. Motion carried.

Mr. Sommer nominated Mr. Gordon as vice chair and Mr. Sommer as Secretary. It was seconded by Mr. Gordon. Motion carried.

## **EXECUTIVE SESSION**

Mr. Sommer made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the executive session was to consider license application materials. It was seconded by Mr. Gordon. The vote was: Mr. Sommer, aye; Mr. Gordon, aye; and Mr. Geary, aye. Motion carried.

Mr. Gordon made a motion to come out of executive session. It was seconded by Mr. Sommer. Motion carried.

## **APPLICATIONS**

Mr. Sommer made a motion to approve the following for examination:

901156812  
901168365  
901159641

It was seconded by Mr. Gordon. Motion carried.

Mr. Gordon made a motion to approve the following for licensure:

GOFF ROBERT H

MCA-1566

It was seconded by Mr. Sommer. Motion carried.

Mr. Gordon made a motion to approve the following pending receipt of additional information and review by the Board chair:

901168367

It was seconded by Mr. Sommer. Motion carried.

## **ADJOURNMENT**

Mr. Gordon made a motion to adjourn the meeting at 11:54 AM MDT. It was seconded by Mr. Sommer. Motion carried.

---

Craig L Geary, Chair

---

James R. Sommer

---

Steve Gordon

---

Kelley Packer, Bureau Chief